

II MACE computer procedures

Note: You may need to create a new profile on outlook when logging onto a machine that you have never logged onto before. You will also need to connect to a printer. Please follow the instructions below to accomplish these tasks. If you need assistance please contact G-6.

1.) In order to create a new profile with outlook, open outlook, when prompted for the exchange server enter **MFRE01**.

2.) In order to set up your profile to print, click on start / settings / printers / click on add printer. When the add printer wizard appears click, when asked what type of printer you want to add click on network printer and then next. When asked for the name of the printer enter one of the following printers (depending on where you want to print at).

[\\mfrf40\admin](#) This printer is located in the admin office.

[\\mfrf40\G-1C](#) This printer is located in the admin office.

[\\MFRF40\DSG](#) This printer is located in the DSG.

[\\MFRF40\SUPPLY](#) This printer is located in the supply office.

[\\MFRF40\TRAINING](#) This printer is located in the training office.

[\\MFRF40\DSG XEROX](#) This printer is located in the 1HS Hallway

[\\MFRF40\IIMACE XEROX](#) This printer is located in the 1HNHallway

3.) If you experience problems connecting to the internet, check to ensure that internet explorer is set up for the correct proxy server. This is done by opening internet explorer, click in tools, then click on internet options, select the connections tab, then click on LAN settings, check the box next to “Use a proxy server for your LAN” in the address box enter “ nola-proxy.mfr.usmc.mil ” in the port box enter “ 80 ” click ok. Then try to connect to www.mfr.usmc.mil .

4.) To connect to the II MACE shared drive, right click on “My computer”, click on “map a network drive” enter [\\mfrf40\iimace](#) in the folder section and click finish.

5.) To unlock your MFR account please call DSN – 678-5623

If you need further assistance please contact the G-6.